

Lewis County Employment Opportunity

Lewis County Community Development Department

Planner

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full Time

Hiring list will be established from qualified applicants

Starting Salary: \$3,787- \$3,979 per month (Top of range is \$5,093.00 per month)

Closing Date: Open until filled – 1st screening **October 20, 2010**

DEPARTMENT/OFFICE

This position is in the Lewis County Community Development Department

POSITION SUMMARY

Coordinate and conduct various types of mid-level planning activities. Respond to planning inquiries and requests for information. Review permit applications and/or development proposals for compliance with applicable regulations. Works with property owners, violators, code enforcement officers, and the County's Prosecutor's Office to correct and resolve violations in code.

See lewiscountywa.gov for complete job description and application materials.

HOW TO APPLY

Application materials available at donna.olson@lewiscountywa.gov or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. from:

Lewis County Community Development Dept.
Public Services Building
2025 NE Kresky Avenue
Chehalis, WA 98532

Application packets may be requested by calling (360)740-1232 or (360) 740-1480 TTY. Please note, there may not be sufficient time for the packet to be mailed and returned by 4:00 p.m. on the closing date of the posting.

Lewis County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services

WHO MAY APPLY

This recruitment is open to any qualified applicant who can perform the essential functions, with or without accommodation, and possess knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. Note: ALL sections of the application must be complete. "see resume" is not acceptable.

[Lewis County Employment Application-](#)

[Authorization to Release Information](#)

[Cover Letter](#)

[Resume](#)

[Proof of education as required](#)

All application materials must be received in the office of Community Development **by 4:00 pm** on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to Donna.Olson@lewiscountywa.gov or faxed to 360-740-1245, provided a signed hard copy follows within 5 days.

Lewis County accepts no responsibility for the timely delivery or completeness of applications. Application materials received by Lewis County become the property of the County.

MINIMUM REQUIREMENTS

► BA in urban planning, regional planning, or a closely related field; AND one (1) year's experience in public planning; OR an equivalent combination of education, training, and experience.

► Valid Drivers License

► Proof of eligibility to work in the United States

► Ability to speak, read, and write the English language effectively.

See lewiscountywa.gov for complete job description

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.